



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380

MCO 4610.26C

LFT-d1d

22 Apr 1986

MARINE CORPS ORDER 4610.26C W/CH 1, 2

From: Commandant of the Marine Corps
To: Distribution List

Subj: Procedures for Submission of Transportation Reports

Encl: (1) Listing of Acronyms and Definitions
(2) Data Element Descriptions/Formats for Required Reports
(Sample Formats)

Reports Required: I. HHG Specail Request Process (detailed)
(microfiche) HHG Special Requet Process
Summary (microfiche) (Report Symbol
MC-4600-17, pages 1-5, encl. (2)
II. O &MMC TOT Status of Funds Report (message)
(Report Symbol MC-4600-13) pages 6 and 7,
encl. (2)
III. Marine Corps Stock Fund (MCSF) Monthly
Status of Funds Report (listing)
(Report Symbol MC-4600-14) page 8, encl. (2)
IV. Pay Adjustment Authorization (DD Form 139)
Issued (Date of Month) for Collection of
Excess Cost on Personal Property Shipments
(HHG, Moble Homes, POVs) by Grade (Net
Cost) Report (Listing) (Report Symbol
MC-4600-32) page 9, encl. (2)

1. Purpose. To promulgate instructions for the submission of
reports (microfich listings) required for management of funds
budgeted for the movement of Marine Corps personnel and things.

2. Cancellation. MCO 4610.26B.

3. Information. The management of funds budgeted for the movement
of Marine Corps personnel and things requires the timely submission
of reports to Headquarters Marine Corps for accounting and
budgeting purposes. The reports required are the minimum necessary
for these purposes. A listing of applicable abbreviations and
definitions is provided in enclosure (1).

*4. Action. The Commanding General (Code 470), Marine Corps
Logistics Base (MCLB), Albany, shall:

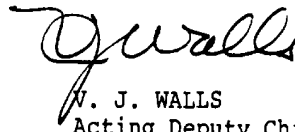
a. Submit on a monthly basis (using applicable reporting
symbols, prescribed data elements, and distribution identified
in enclosure (2) one copy of the reports (microfiche/listings)
required by this Order. These reports are to contain
expenditure/obligation data processed by your Branch, including
all supplemental bills. Monthly reports are due at
Headquarters Marine Corps no later than the fifth day after the
end of the reporting month. Report Symbols MC-4600-17 and
MC-4600-14 have been assigned to these reports.

b. Submit on a monthly basis a message report on the
status of Operation and Maintenance, Marine Corps/Operation and
Maintenance, Marine Corps Reserve, Transportation of Things
(O&MMC/O&MMCR, TOT) funds. This monthly report will reflect
current fiscal year and prior fiscal years expenditures paid
during the reporting month, bills on hand for payment, and the
cumulative totals for first and second destination
transportation. The required message format is shown in
enclosure (2). Report Symbol MC-4600-13 has been assigned to
this report.

* c. Submit on a monthly basis a pay adjustment
authorization report in the format identified at enclosure (2)
to the Commandant of the Marine Corps (FDB) and (LFT-4).
Report Symbol MC-4600-32 has been assigned to this report.

MCO 4612.26C
2 Apr 1986

5. Reserve Applicability. This Order is not applicable to the Marine Corps Reserve.



W. J. WALLS
Acting Deputy Chief of Staff
for Installations and Logistics

DISTRIBUTION: 7000164 (10)
6025003/700050, 127, 148, 154/8145004, 005 (2)

Copy to: 7000144/8145001/Marine Corps Freight Office,
Oakland Army Base, Bldg. 640,
Oakland, CA 94626-5000



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380

MCO 4610.26C Ch 1
LFT-1-dt
11 May 1987

MARINE CORPS ORDER 4610.26C Ch 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: Procedures for Submission of Transportation Reports

Encl: (1) New page inserts to MCO 4610.26C

1. Purpose

2. Action

a. Remove the letterhead page, and page 2 of the basic Order and replace with corresponding pages contained in the enclosure.

b. Insert new pages 9 and 10 or enclosure (2) in the basic Order.

c. Enclosure (2) , page 1, arter the word "Subhead" change (see page 9) to read "(see page 10)."

d. Enclosure (2) page 1, under the word "month" change "(see page 9)" to read "(see page 10)."

3. Change Notation. Paragraphs denoted by an asterisk(*) symbol contain changes not previously published.

4. Filing Instructions. This Change transmittal will be filed immediately following the signature page of the basic Order.

W. J. WALLS
Acting Deputy Chief of Staff
for Installations and Logistics

DISTRIBUTION: 7000164 (10)
6025003/700050, 127, 148, 154/8145004, 005 (2)

Copy to: 7000144/814500-1/Marine Corps Freight Office,
Oakland Army Base, Bldg. 640,
Oakland, CA 94626-6000

PCN 102 061310 01



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO 4610.26C Ch 2
LFT-2
10 Sep 92

MARINE CORPS ORDER 4610.26C Ch 2

From: Commandant of the Marine Corps
To: Distribution List

Subj: PROCEDURES FOR SUBMISSION OF TRANSPORTATION REPORTS

1. Purpose. To direct pen changes to the basic Order.
2. Action
 - a. On the letterhead page delete the Pay Adjustment Authorization Report (Report Symbol MC-4600-32).
 - b. On the letterhead page delete paragraph 4c.
 - c. Remove page 9 to enclosure (2) of the basic Order and renumber the remaining pages.
3. Filing Instructions. This Change transmittal will be filed immediately following the signature page of the basic Order.

A handwritten signature in black ink, appearing to read "R.A. Tiebout", is positioned above the typed name.

R. A. TIEBOUT
Deputy Chief of Staff
for Installations and Logistics

DISTRIBUTION: PCN 10206151002

Copy to: 7000144/8145001 (1)

ERRATUM

to

MCO 4610.26C

PROCEDURES FOR SUBMISSION OF TRANSPORTATION REPORTS

1. Change the PCN at the bottom of the letterhead page to read "PCN 102 061510 00" vice "PCN 102 016510 00".

DISTRIBUTION: 7000164 (10)
6025003/7000050, 127, 148, 154/8145004, 005 (2)

Copy to: 7000144/8145001/Marine Corps Freight Office,
Oakland Army Base, Bldg. 640,
Oakland, CA 94626-5000

PCN 102 061510 80

LISTING OF ACRONYMS AND DEFINITIONS

AMT	Amount
AVG	Average
CMC	Commandant of the Marine Corps
DESTN	Destination
DIST	District
DITY	Do-It-Yourself Move
FAN	Functional Account Number
FY	Fiscal Year
GBL	Government Bill of Lading
HQMC	Headquarters Marine Corps
JIN	Job Identification Number
LOGAIR	Air Force Contract Air System
MAC	Military Airlift Command
MCLB	Marine Corps Logistics Base
MCSF	Marine Corps Stock Fund
MEAS	Measure, Measurement
MSC	Military Sealift Command
MTMC	Military Traffic Management Command
O&MMC	Operation and Maintenance, Marine Corps
O&MMCR	Operation and Maintenance, Marine Corps Reserve
Orig	Origin
POD	Port of Debarkation
POE	Port of Embarkation
PRI	Priority
QUICKTRANS	Navy Contract Air System
RCS	Report Control Symbol
SAAM	Special Assignment Airlift Mission
SF	Standard Form
SYM	Symbol
TAC	Transportation Account Code

MCO 4610.26C
22 Apr 1986

TAPOD	Traffic Area Port of Debarkation
TAPOE	Traffic Area Port of Embarkation
TCN	Transportation Control Number
TOT	Transportation of Things
TP	Transportation Pricrity
TRANS	Transportation
WCC	Water Commodity Code
WT	Weight

ENCLOSURE (1)

RCS: MC-4600-17
JIN: A4410V43

DATE: _____

HOUSEHOLD GOODS SPECIAL REQUESTS PROCESS

SUBHEAD: 1/ (See page 9)

Month _____ FY _____

2/ (See page 9)
(Type of Personal Property/Household Goods or Acquisition)

PART I

Rank	No. of Shipments	No. of Moves	Avg Dist Per Move	Total Wt	Avg Wt	Trans. Charges	Access Charges	Total Charges	Avg Cost	Avg Dist Deviation	Avg Wt Deviation	Avg Cost Deviation
E1												
E2												
E3												
E4												
E5												
E6												
E7												
E8												
E9												
ENLISTED												
W1												
W2												
W3												
O1												
O2												
O3												
O4												
O5												
O6												
O7												
O8												
O9												
O10												

OFFICER

SUBHEAD TOTALS:

DISTRIBUTION: Commandant of the Marine Corps (LPT-1), Headquarters, U.S. Marine Corps, Washington, DC 20380-0001
Commandant of the Marine Corps (LIF), Headquarters, U.S. Marine Corps, Washington, DC 20380-0001

MCO 4610.26C
22 Apr 1986

RCS: MC-4600-17

DATE: (Monthly)

HOUSEHOLD GOODS SPECIAL REQUEST PROCESS SUMMARY--Continued

PART II
LAND SHIPMENTS

Subhead	No. of Shipments	Domestic Shipments			Duty Moves			Grand Total		
		No. of Moves Not Inc Duty	Ratio of Shipments To Moves	COST Storage in Transit	Total Cost	No. of Moves	Cost of Moves	Dom & Duty Moves	Cost	Avg Cost Per Move
				Unaccompanied Baggage						
2750	0 E									
2751	0 E									
2752	0 E									
2753	0 E									
2754	0 E									
2755	0 E									
TOTAL	0 E									
TOTAL TO DATE	0 E									

ENCLOSURE (2)

HOUSEHOLD GOODS SPECIAL REQUEST PROCESS SUMMARY--Continued					
Date: (Monthly)					
NONTemporary STORAGE					
Subhead	No. of Shipments	No. of Moves	Ratio of Shipments to Moves	Storage Charges	Total Cost
					Avg Cost Per Move
2750 O E					
2751 O E					
2752 O E					
2753 O E					
2754 O E					
2755 O E					
TOTAL O E					
TOTAL TO DATE O E					

MCO 4610.26C
22 Apr 1986

DATE: _____ (Monthly)

HOUSEHOLD GOODS SPECIAL REQUEST PROCESS SUMMARY--Continued

MOBILE HOMES

	<u>No. of Shipments</u>	<u>No. of Moves</u>	<u>Ratio of Shipments to Moves</u>	<u>Total Cost</u>	<u>Avg Cost Per Move</u>
Subtotal					
2750 O E					
2751 O E					
2752 O E					
2753 O E					
2754 O E					
2755 O E					
TOTAL O E					
TOTAL to DATE O E					

ENCLOSURE (2)

DATE: _____ (Monthly)

HOUSEHOLD GOODS SPECIAL REQUEST PROCESS SUMMARY--Continued
OVERSEAS SHIPMENTS (ITGBL)

Subhead	No. of Shipments	No. of Moves	Ratio of Shipments to Moves	Cost		Total Cost	Avg Cost Per Move
				Overseas Moves	Storage in Transit		
2750 O E							
2751 O E							
2752 O E							
2753 O E							
2754 O E							
2755 O E							
TOTAL O E							
TOTAL TO DATE O E							

ENCLOSURE (2)

RCS: MC-4600.13

MESSAGE--Continued

SAMPLE FORMAT

ROUTINE		FROM BMC5562791 1131555	
R 211555Z APR 86			
FM CG MCJL ALABAMA SA			
TO CMC WASHINGTON DC			
UNCLAS			
FUND. SECTION OF MC /1007000/			
PD THIS PERIOD OCEAN		0	
CM OCEAN	377.732	110.17	
PD THIS PERIOD TERM SERV		0	
CM TERM SERV	111.005	167.00	
PD THIS PERIOD AIR		0	
CM AIR	1.457	1.270	
GRAND TOTAL (INCLD) (SOT)	1.528.788	622.786	
D MC WEST COST COMMISSARY			
SHOPS TO THAILAND JA			
INCLD (SOT)			
PD THIS PERIOD OCEAN		0	
CM OCEAN	171.004	24.391	
PD THIS PERIOD TERM SERV		0	
CM TERM SERV	29.387	0.500	
GRAND TOTAL (INCLD) (SOT)	197.051	30.906	
P WRITER PENCEL SERVICE (INCLD)			
(SOT) THO ALABAMA			
PD THIS PERIOD INLAND		0	2.300
GRAND TOTAL (INCLD) (SOT)	0	0	2.300
Q OVERHEAD AND ADMIN CHARGES			
INCLD (SOT)			
PD THIS PERIOD TERM SERV		0	403
CM TERM SERV	3.720		426
GRAND TOTAL (INCLD) (SOT)	3.720		426
R SALES			
CM PAC	10.140.530	5.007.140	
CM LANT	17.040.870	0.050.300	
CM TOP PAYMENT (NO OF BILLS	0	0	
FEB 85)			
Z FY 83 FUNDS			
A INLAND (00007/4)			
PD THIS PERIOD-SOT		00	
PD THIS PERIOD-FOT		0	
CUMULATIVE SOT	0.500.051		
CUMULATIVE FOT	3.000.531		
F GRAND TOTALS			
PD THIS PERIOD (SOT/FOT)		00	
CUMULATIVE TOTAL		41.140.003.07	

CMC WASH DC
ACTION L-5111
INFO PD-515, TPA CE-511

(M,C)

Data Element Sample format unable to Read sample RCS: MC-4600.13

ENCLOSURE (2)

RCS: MC-4600-14

SAMPLE FORMAT (Listing)

MARINE CORPS STOCK FUND (MCSF) MONTHLY STATUS OF FUNDS REPORT
(CURRENT FY, CURRENT FY MINUS 1, and CURRENT FY MINUS 2)

1. The current status of MCSF funds is as follows:

	FY _____		
		Bills Certified	
	Estimated*	for Payment	Authorization
	<u>Obligations</u>	<u>by MCLB Albany</u>	<u>HQMC Use Only</u>
Previously Reported:	\$	\$ **	\$
Current Month:	\$	\$	\$
Cumulative Totals	\$	\$	\$

2. The following is a breakdown of obligations and expenditures by TAC ac reported through_____.

<u>TAC</u>	<u>Obligations</u>	<u>Expenditures</u>	<u>TAC</u>	<u>Obligations</u>	<u>Expenditures</u>
M611	\$	\$	M623	\$	\$
M612			M624		
M613			M625		
M614			M626		
M616			M627		
M617			M628		
M618					
TOTAL	\$	\$	TOTAL	\$	\$

* Estimated obligations based on advance copies of documents received from transportation.

** Disbursements.

DISTRIBUTION: Commandant of the Marine Corps (FDB),
Headquarters, U.S. Marine Corps, Washington, DC
20380-0001/Commandant of the Marine Corps (LLF),
Headquarters, U.S. Marine Corps, Washington, DC
20380-0001

ENCLOSURE (2)

* RCS: MC-4600-32

PAY ADJUSTMENT AUTHORIZATION (DD FORM 139) ISSUED (DATE OF MONTH)
FOR COLLECTION OF EXCESS COST ON PERSONAL PROPERTY SHIPMENTS
(HHG, MOBILE HOMES, POVS) BY GRADE (NET COST)

<u>Grade</u>	<u>HHG</u>	<u>DITY</u>	<u>Mobile Homes</u>	<u>POVs</u>	<u>Totals</u>
PVT-CPL (Under 2 yrs of service)	\$162,407.45(415)	\$29,725.58(164)	\$ 687.65(1)	.00	\$192,820.68(580)
CPL-SGT	46,135.05(139)	31,177.96(107)	50,522.18(128)	229.73(1)	128,064.92(375)
SSGT	70,145.65(120)	4,974.44(17)	25,781.81(49)	1,722.82(6)	102,624.72(192)
GYSGT	102,013.07(191)	664.58(6)	6,270.86(20)	258.29(3)	109,206.80(220)
MSGT/1STSGT	47,655.19(107)	561.42(5)	1,523.96(5)	167.38(3)	49,907.95(120)
MGYSGT/SGTMAJ	27,367.94(42)	.00	244.66(1)	.00	27,612.60(43)
2DLT/WO-1	4,979.79(14)	1,753.20(10)	166.00(1)	258.59(1)	7,157.58(26)
1STLT/CWO-2	9,527.08(3)	31.20(2)	5,891.56(3)	.00	15,449.84(36)
CAPT/CWO-3	33,568.34(72)	2,343.24(8)	110.00(1)	602.82(1)	36,624.40(82)
MAJ/CWO-4	42,615.14(96)	653.20(2)	.00	527.85(1)	43,796.19(99)
LTCOL	25,773.34(58)	541.21(3)	.00	.00	26,314.55(61)
COL & GEN OFFICERS	15,338.98(22)	.00	.00	.00	15,338.98(22)
TOTAL					\$754,919.21(1856)

MCO 4610.26B
22 Apr 1986

ENCLOSURE (2)
Ch 1 (11 May 1987)

MCO 4610.26C
22 Apr 1986

FOOTNOTE

- 1 - Refer to current edition MCBUL 4610; subj: Cargo and Personal Property Transportation Accounting Data.
- 2 - Under appropriate subhead, separately identify the following types of personal property household goods, or acquisition.

Household Goods - Domestic
Household Goods - international
Local Drayage
Packing
Nontemporary Storage
Unaccompanied Baggage
Mobile Homes
Do-it-Yourself Moves
POV for Deceased

ENCLOSURE (2)
Ch 1 (11 May 1987)